



NOTICE OF VACANCY

JOB TITLE: Records Clerk I
DEPARTMENT: Forestry
SALARY: \$20,973.20
CLOSING DATE: June 21, 2006

MAJOR DUTIES

Serves as receptionist by meeting with the public and satisfying general information inquiries. Dispatches fire calls. Issues permits. Prepares daily, weekly, and monthly log reports and correspondence for submission to various federal, state, and local offices. Maintains inventory and orders departmental supplies.

MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or equivalent level of education.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Workable knowledge and ability to learn operation of two-way radios, forestry related terminology, and appropriate federal, state, and local laws. Proficiency in use of computer, spreadsheets, word processing programs (Lotus 1-2-3, Quattro Pro, and Excel), and interpersonal relations. Mastery of operating standard office machines, typing a minimum of 50-55 words per minute and basic math. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate department personnel.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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